

PARKING & TRAFFIC REGULATIONS

1.0 GENERAL

- 1.1 Parking and traffic regulations have been established for the safety of personnel and property. All Subcontractor personnel who work at the Laboratory and drive on Laboratory premises shall follow these regulations.
- 1.2 All Subcontractor personnel who drive a vehicle on Laboratory premises shall have a valid driver's license and vehicle registration in their possession. Drivers shall obey all posted traffic controls such as stop signs, crosswalks, one-way street regulations, etc., and comply with all state and local traffic regulations. No person may drive a vehicle on Laboratory premises in a manner which endangers personnel or property, or impedes traffic flow.
- 1.3 Stop signs are posted at the vehicle gates for safety purposes at these congested locations and to permit guard surveillance of outbound vehicle interiors. Guards may conduct searches of vehicles on the Laboratory at any time.
- 1.4 Improper parking creates hazardous situations, i.e., preventing emergency vehicle access, obstructs normal traffic flow and increases hazards to both pedestrians and vehicles. Vehicles parked improperly are subject to JPL citation and to citing and towaway by the Los Angeles County Sheriff's Department, with towing and impound fees paid by the vehicle owner.
- 1.5 In the event of a fuel or hydraulic fluid leak from delivery trucks, immediately notify the JPL Environmental Affairs Office for evaluation

2.0 REGULATIONS

2.1 OPERATING SPEEDS

- 2.1.1 Ten miles per hour maximum on all parking lot roadways, unless otherwise posted.
- 2.1.2 Twenty miles per hour maximum on all Laboratory roadways, unless otherwise posted.

2.2 GENERAL PROVISIONS FOR LABORATORY PARKING

- 2.2.1 Authorized parking spaces are designated by concrete wheel stops (headstones) and/or white or yellow markings on the pavement.
- 2.2.2 Parallel parking shall be only in the direction of traffic flow.

2.2.3 When parked on a grade, a vehicle's front wheels are to be turned towards the curb or edge of the roadway, the engine turned off, the parking brake set, and the transmission left in gear, in the park position if automatic. Wheels on large vehicles and heavy equipment must be blocked with wheel chocks.

2.2.4 Loaning an identification badge, receiving such a loan, or changing an identification badge, for the purpose of parking, will be considered a security violation and will subject the individual(s) to Subcontractor disciplinary time off for a minimum of two weeks. A second violation shall subject the individual(s) to removal from JPL.

2.3 SPECIAL PROVISIONS FOR ON-LABORATORY PARKING

2.3.1 Delivery vehicles, and service subcontractors, whose duties take them to several buildings, may unload product at the building loading dock or park in spaces designated "Service" or "Unmarked" parking spaces. Delivery drivers shall not park their vehicles in a way that may create a traffic hazard.

2.3.2 Service personnel or special visitors who expect to remain on the Laboratory all day should park in the Visitor Annex Lot.

2.4 ISSUANCE OF SPECIAL CARDS/PASSES/PERMITS FOR ON LABORATORY PARKING

2.4.1 Entry permits are issued at the south and main gates to Contractor personnel desiring to enter the Laboratory for short periods of time (less than 20 minutes) for delivery and pickup purposes. Permits shall be placed on dashboards and parking should be in Service spaces, Special Permit time spaces, or loading zones. Entry permits shall be returned at the gate of entry upon leaving the Laboratory.

2.4.2 Unauthorized use of a special card/pass/permit shall result in the Subcontractor reprimanding the Subcontractor person. A second such unauthorized use shall result in JPL denial in the use of such special card/pass/permit to the Subcontractor person or possible removal of such person from JPL.